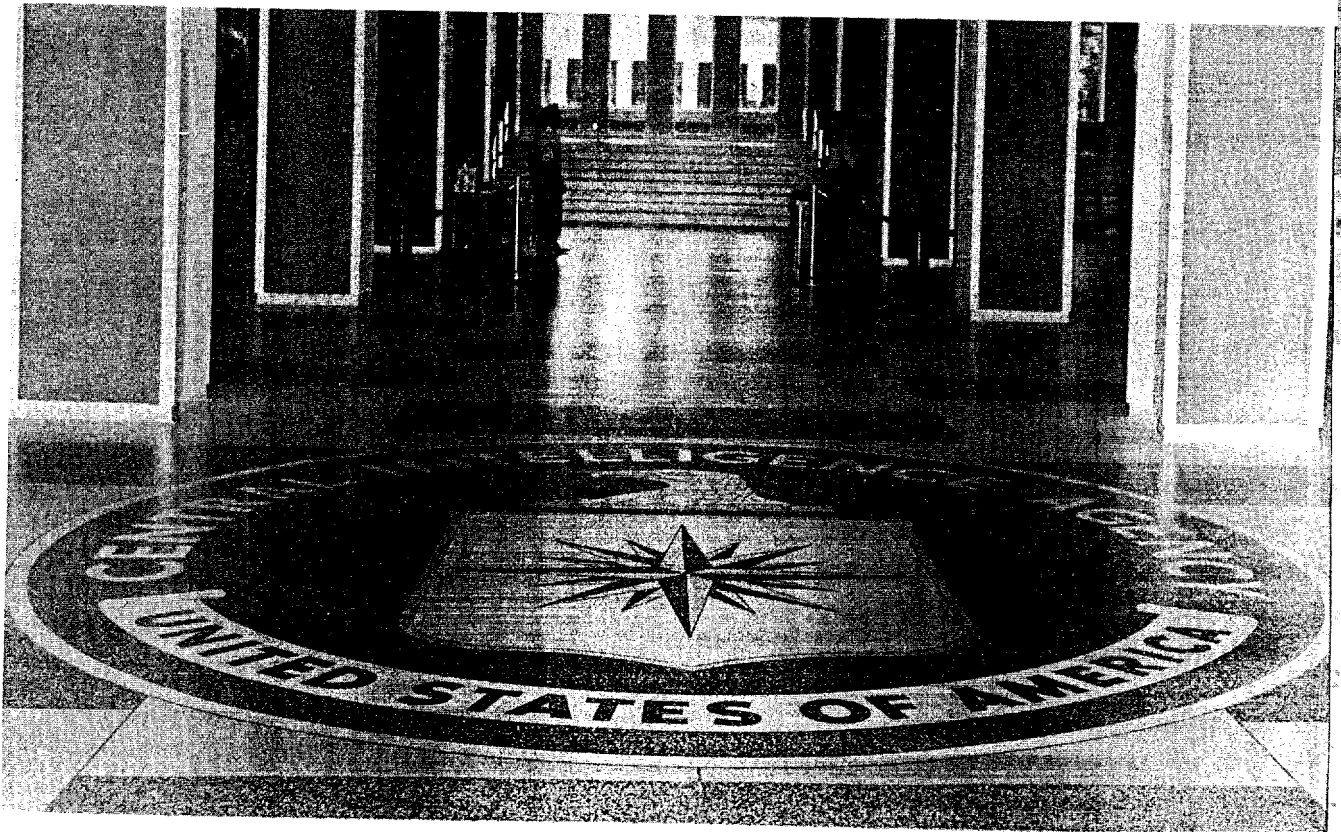


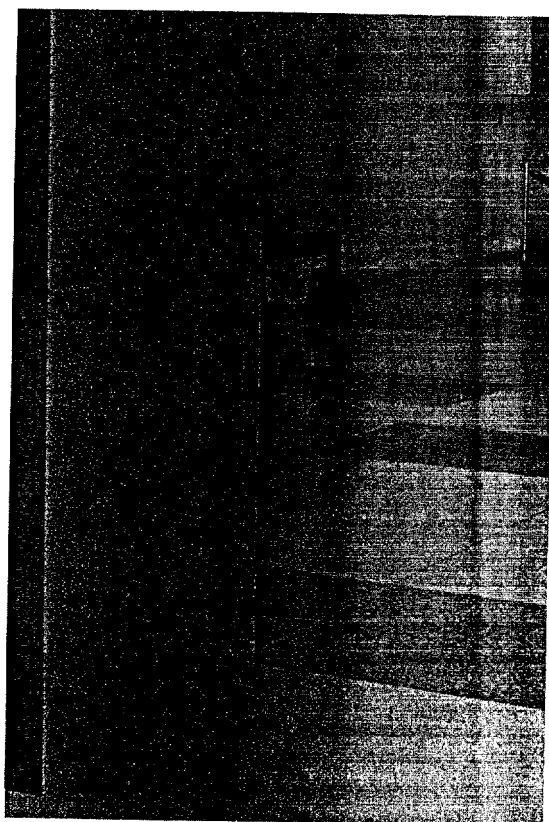
THE CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D.C.



In international affairs, intelligence is knowledge and foreknowledge—fact and estimate. It is an instrument of statecraft that serves the nation in war and peace. In war, it is knowledge of the enemy without which there is no victory. In peace, it is that knowledge of the world about us which is essential to the preservation of peace. Always it is a never-ending quest for an accurate and objective understanding of men and events throughout the world. It is the support of policy, the prelude to decision, and the guide to action.

The importance of the intelligence mission to the nation places a heavy premium upon the character and the abilities of those who engage in it. The Central Intelligence Agency needs young men and women of character, of intellect, and of dedication who are interested in having a part in this mission.



THE CENTRAL INTELLIGENCE AGENCY

The creation by the Congress of the Central Intelligence Agency came as a result of the development of U.S. intelligence in World War II.

The history of intelligence is as old as history itself. It has always been essential to the intelligent conduct of affairs among nations. In times of peril, it has been an integral part of the response to the challenge. So with American history, the story of intelligence reaches back to the earliest days of the Republic. Our history books record the valor of intelligence officers who kept us informed in wartime as our diplomats kept us informed in peacetime.

The modern age, however, has wrought complex social, economic, and technological changes, often accompanied by violent political upheavals. The emergence in our time of such ideologies and power movements as Nazism and Communism and the developments in nuclear power and missile systems have brought in their wake new problems of national and international security. The task of intelligence has become more complex and more difficult. For the United States, this has necessitated developing and perfecting both old and new techniques, a greater utilization of the intellectual resources of the nation, and the elaboration of a strong central intelligence system.



The attack on Pearl Harbor revealed the inadequacy of American Intelligence for the world in which we live. Out of this awareness and out of the needs of World War II there arose a new intelligence instrument, the Office of Strategic Services. The experience gained by OSS, led by the famed "Wild Bill" Donovan, was valuable in the establishment after the War of its permanent successor, the Central Intelligence Agency.

Established by Congress as an independent civilian agency of the United States Government through passage of the National Security Act of 1947, the Agency was placed under the National Security Council and made accountable to the President, with Congressional review to be exercised through select committees.

The Director of Central Intelligence, head of the Central Intelligence Agency, is also coordinator of the total American intelligence effort and intelligence advisor to the President. The principal functions of the Central Intelligence Agency can be summarized as follows: (1) to perform the specialized intelligence collection and analysis functions that the National Security Council determines can best be performed centrally; (2) to correlate and evaluate all intelligence pertaining to the national security; and (3) to perform such other functions as the National Security Council may from time to time direct.

Overseas, CIA has responsibilities for the collection of intelligence. Just as one dimension of intelligence is collection, so is another, research and analysis. Major contributions to the foreign intelligence effort are made by CIA in the fields of economic research, geographic research, and scientific and technical research. Reports, monographs, and studies are regularly produced by CIA and other analysts in the Intelligence community in support of the integrated political, military, and economic estimates and surveys prepared for the President and National Security Council.

Applied engineering, administration, training, and an impressive number of other fields of knowledge are embraced by the scope of intelligence activity, and career opportunities exist in all of them. CIA is charged with the integration of many functional programs essential to the refinement of a single product—intelligence. No product is more sensitive to the exactitudes of the process by which it is evolved.

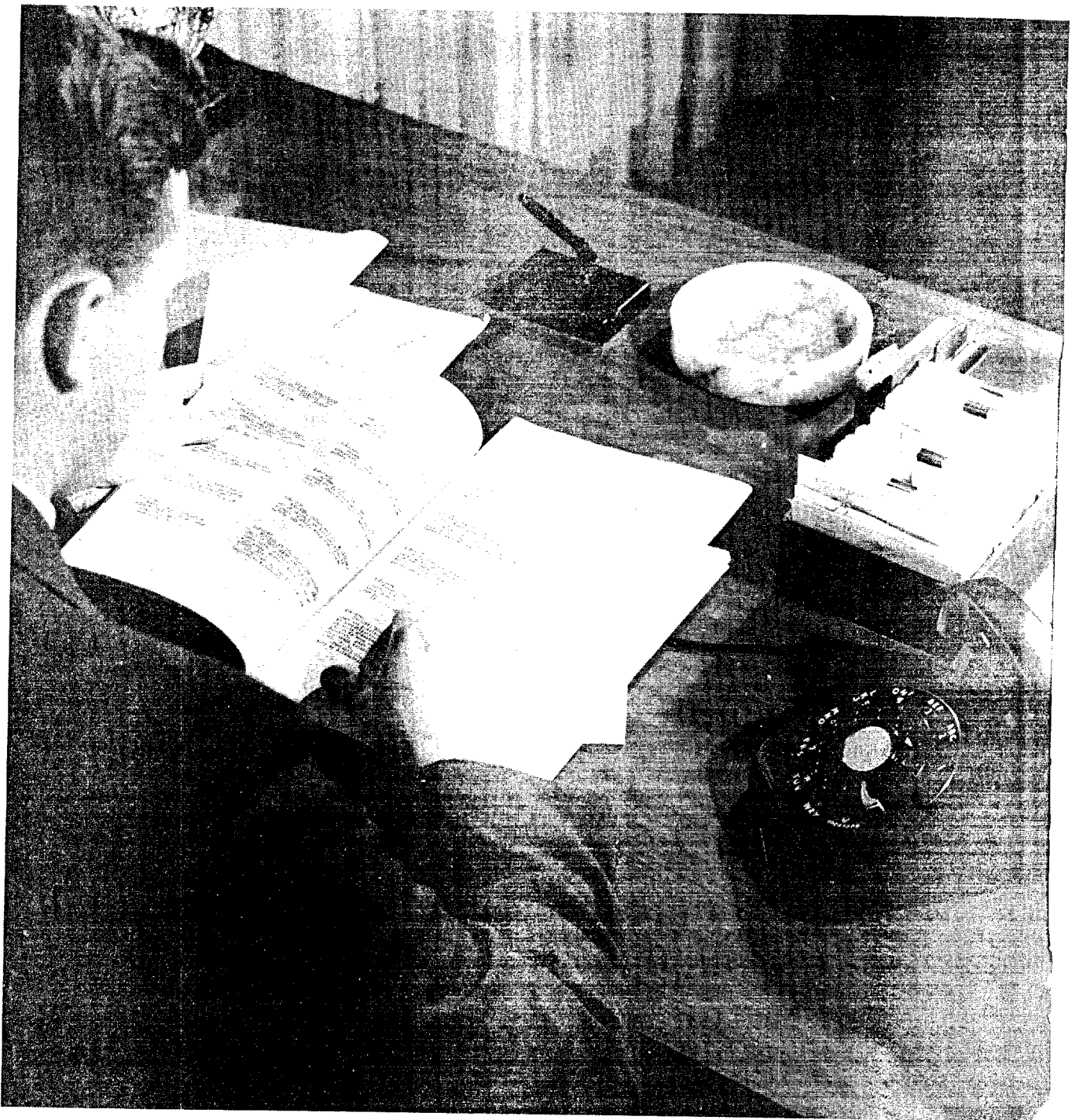
SYNTHESIS (B) SKILLS

THE INTELLIGENCE CYCLE is a continuous process, beginning with the drafting of information requirements, followed by the location and exploitation of information sources, and leading finally to the dissemination of the intelligence report or estimate. Information in many forms and from a variety of sources comes to the attention of the analysis staffs in CIA, specifically trained in and alerted to the recognition of items of intelligence value that are deserving of coding, classification, and filing for ultimate incorporation in a definitive research document.

CIA's facilities and techniques for the indexing, abstracting, translation, storing, and retrieval of information and data have been praised as "The most comprehensive information system now in operation." This recognition was accorded by the Committee on Government Operations of the U.S. Senate in its report of May 24, 1960, entitled "Documentation, Indexing, and Retrieval of Scientific Information."

The effectiveness of an intelligence organization is determined by the quality of its research and the accuracy and clarity of its reporting. Persons selected for PROFESSIONAL RESEARCH ASSIGNMENTS in CIA bring to the Agency a configuration of knowledge and experience in all of the academic disciplines related to intelligence. The ECONOMIST, GEOGRAPHER, FOREIGN AREA SPECIALIST, MATHEMATICIAN, PHYSICAL SCIENTIST, the ENGINEER all find a particular role in the development of intelligence.

CIA research staffs require and work in an intellectual environment conducive to scholarly inquiry and contemplation supported by an impressive collection of source materials and library facilities, access to consultants outside the Agency, and a foreign documents division that supplies translations and editorial assistance. Much could be written about each of the several fields of knowledge applicable to the production of intelligence, but, in this brief account, no extensive description can be made.





CAREERS IN INTELLIGENCE



The Central Intelligence Agency employs qualified persons from virtually all divisions of the social sciences, physical sciences, engineering, and certain technological fields. Some candidates are sought because of the professional competence they possess; others are selected on the basis of general excellence, without specific reference to subjects of major study or to experience, because they appear to possess the potential to advance to positions of responsibility in the Agency.

The choice of career avenues in the Agency is governed by individual qualifications, personal interests, and, of course, personnel requirements throughout the organization. The new employee will find both opportunity and encouragement to progress in professional stature and responsibility. He will be supported by a personnel management system that will allow him to rise to the highest level of responsibility commensurate with his capacity.

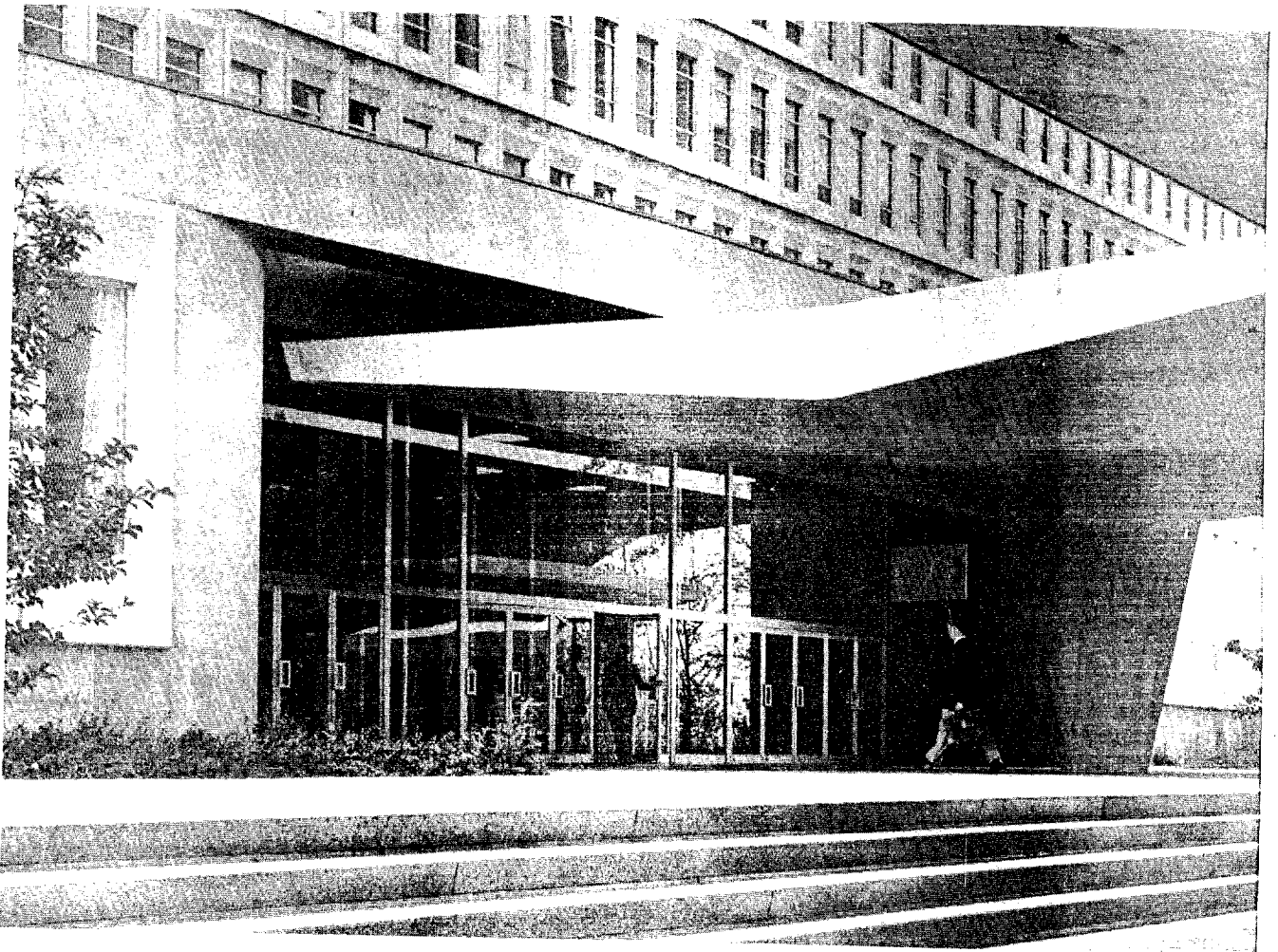
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CIA's responsibility for research, analysis, and the preparation of reports on FOREIGN ECONOMIC SYSTEMS involves the measurement of aggregative economic performance or detailed research on various sectors of foreign economies: major industries, transportation, communications, agriculture, international trade, finance, etc. For these assignments, graduate students in the following disciplines are sought: ECONOMICS, ECONOMIC HISTORY, ECONOMIC GEOGRAPHY, AREA STUDIES, INTERNATIONAL TRADE.

Closely related to economic intelligence research are competence in GEOGRAPHY and CARTOGRAPHY. Graduate students in geography whose curriculum has embraced cartography on a foreign region are prepared for assignment in this category, in research analysis, and preparation of reports and maps concerned primarily with environmental characteristics of foreign areas. Candidates must possess competence in the language(s) of the area, adequate, that is, for research. Factors pertinent to political, military, and economic activities are studied in the course of individual, problem-oriented projects.

Research of a different character is performed in other components of the Agency. One component requires research sensitivity to developing trends and the ability to synthesize political, economic, and military intelligence in support of judgments regarding the intentions and capabilities of foreign governments. The ability to write or make oral presentations clearly, rapidly, and succinctly is requisite to the professional standards of this office whose reports often go directly to the highest policy level in the government. The preferred graduate courses of study for this organizational element are AREA STUDIES, INTERNATIONAL RELATIONS, POLITICAL SCIENCE, ECONOMICS, HISTORY, and ANTHROPOLOGY.

The impact of SCIENCE and TECHNOLOGY on all aspects of human existence makes it mandatory that our government be aware of scientific progress in all parts of the world. Since science and technology contribute to the economic, military, and political strength of any country, it is readily apparent that its offensive and defensive capabilities are influenced by its achievements in science and technology. SCIENTIFIC INTELLIGENCE is an integral part of the total intelligence process.

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CIA employs SCIENTISTS, ENGINEERS, and TECHNICIANS at several stages of the intelligence cycle. Space technology and missile systems are the objects of intensive study. The art and science of photogrammetry are employed in the critical interpretation and analysis of aerial photographs, and, here, CIA requires GEOLOGISTS, GEODESISTS, GEOGRAPHERS, FORESTERS, ARCHITECTURAL and CIVIL ENGINEERS, and talents in the GRAPHIC and ILLUSTRATIVE ARTS.

The ELECTRONIC ENGINEER may work in one of the communications media so vital to the continuity of the intelligence process.

The PHYSICAL and BIOLOGICAL SCIENTIST may be a member of the research staffs responsible for surveying foreign scientific literature.

The Agency is justifiably proud of its contributions in scientific intelligence made by its permanent staff and its nation-wide consultant staff. The CIA scientist enjoys a congenial, stimulating, and educational environment in which to further his professional interest. He is encouraged and enabled to keep abreast of developments in his specific field and thus to grow in professional stature. In many scientific and technical study areas, and in other research fields, advanced academic studies are sponsored by the Agency.

Singularly active in the use of computers for management applications, scientific and engineering calculations, and information retrieval, CIA offers MATHEMATICIANS, SYSTEMS ANALYSTS, COMPUTER PROGRAMMERS, and ELECTRONIC ENGINEERS career opportunities in its unique and progressive data processing complex.

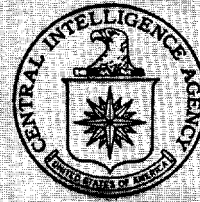
Understandably, the intelligence cycle must look to its administrative support arm to keep all of its human and mechanical elements functioning efficiently and effectively. The Agency career fields found in this major activity seek out the LAW graduate, the BUSINESS AND PUBLIC ADMINISTRATION major, the MEDICAL OFFICER and MEDICAL TECHNICIAN, the PERSONNEL MANAGEMENT specialist, the COMMUNICATIONS ENGINEER and his technicians trained in wireless transmission, reception, and maintenance. LOGISTICS support embraces SUPPLY, TRANSPORTATION, MARKETING, CONTRACT NEGOTIATION, and other skills. BUDGET and FISCAL activities, ACCOUNTING, AUDITING, and RECORDS MANAGEMENT constitute other Support career specialties, and, finally, the CIA depends upon its professional SECURITY OFFICERS for maintaining the high level security and integrity required of all Agency personnel and the security of its facilities, buildings, and operating procedures.

CAREER SERVICE PROGRAM

When appointed, each employee is assigned to a Career Service which includes the field of vocational interest in which he is most likely to develop and advance his career. Provision is made for the individual's transfer to another Career Service if his professional growth or the changing needs of the Agency would better be served.

Each Career Service is administered by a board of senior officials who make decisions affecting promotion, assignment, training, and other career development actions for each member of the service. Board decisions are based upon performance, estimates of potential, the needs of the Agency, and the member's stated preferences.

Agency employees receive periodic evaluations of their performance and potential, and these evaluations are reviewed jointly by the individual and his supervisors. Promotions are competitive in each career field and are based upon a careful review of all aspects of performance and recognized potential.



CIA provides its employees an environment conducive to intellectual satisfaction and harmonious association. Its salary scale is fair and competitive. The Agency's policy of promotion from within provides incentive for conscientious performance.

Opportunities for both intra-Agency and external training are constantly being expanded.

Many employees are permitted to write for publication, within the limitations of security, and to attend professional meetings.

In certain components of the Agency, opportunities are available for periodic tours of duty abroad accompanied by dependents. In other components, the employee's overseas assignment for a brief or extended period is regarded as a natural sequence in his career development.

CONTINUOUS TRAINING

The Agency is especially attentive to the need for the on-the-job and formal training of its personnel throughout the early and mid-career stages of their development and advancement. Senior intelligence officers are constantly bringing to the lecture platform and the seminar session the experience and expertise in intelligence technique and doctrine that only CIA can provide.

Professional training is given within the Agency, at other government training establishments, and at private academic institutions at government expense. Two of the six local universities conduct evening programs of undergraduate and graduate study in Agency headquarters classrooms.

The Office of Training administers training programs, designed to prepare the individual for positions of greater responsibility and to enable the Agency to fulfill its highly specialized requirements. The vitality and quality of its staff greatly enhance the appeal of CIA employment.

The JUNIOR OFFICER TRAINING PROGRAM (JOTP) is the proving ground for many young intelligence officer candidates while others enter immediately upon an on-the-job program of training and career development which in due course may encompass a number of the courses offered by the JOTP.

The JOTP, established as one means of systematically selecting and preparing highly qualified young men and women for professional careers in the Agency, provides for an extended period of formal training and controlled on-the-job assignments extending over a period of two to three years. When the Junior Officer Trainee (JOT) is prepared to undertake a permanent assignment he is transferred into an operating component career service and released from the JOTP.

The attributes of successful candidates for this program are those of the young man or woman who would be equally successful in business, industry, or the professions. In addition, however, they must be willing to serve their country without public recognition. High native intelligence, an exemplary academic record, leadership potential, physical and emotional fitness, and aptitude for foreign language study are the principal criteria for selection. Enrollment in graduate study, fulfillment of one's military obligation, residence or travel abroad, and knowledge of a foreign area add considerably to the JOTP candidate's possibilities of being selected.

Recruitment for the JOTP is directed toward college seniors and graduate students, candidates completing their military service after graduation, and alumni engaged in various fields of employment who may now find themselves motivated to seek a new career in the intelligence community. Further, many junior professional employees who have had the unique advantage of a period of on-the-job seasoning within the Agency are found fully qualified and constitute a significant share of the Junior Officer Trainees in each new semi-annual class.





APPLYING FOR EMPLOYMENT

The special character of CIA's national responsibility demands that the Agency apply strict employment criteria. To ensure that these criteria are satisfied, extensive investigation of character and qualifications is made. You are urged, therefore, to make application well in advance of the date you would like to enter on duty with the Agency.

If you are interested in applying for appointment in CIA, you may

- * See your Placement Officer and request an interview with the CIA representative who visits your college or university from time to time;
- * Write to the Central Intelligence Agency, Office of Personnel, 2430 "E" Street, N. W., Washington, D. C. 20505. Enclose a resume of your education and experience and request Agency application forms;
- * Appear without an appointment at our Washington Recruitment Office located at 1016 16th Street, N. W., Washington, D. C., for a personal interview during week-day business hours.



CONCLUSION

Necessarily limited by the restrictions properly imposed by national security, the foregoing review should give the reader a passing acquaintance with the structure and activity of the Central Intelligence Agency.

Many career fields, such as LIBRARY SCIENCE, JOURNALISM, and LINGUISTICS have been given only brief mention although they are extremely important to the success of the Agency's mission, and this would be true of other skills not emphasized in this brief outline.

CIA employment offers many advantages to the person seeking a career in public service. Training facilities, including an incomparable laboratory for foreign language instruction, are of a high order of excellence. Opportunities for rotating assignments between domestic and foreign duties are available to qualified employees. Leaves of absence with pay are sponsored by the Agency to give deserving employees the benefit of advanced study and training in their fields of specialization.

Starting salaries depend upon such factors as education, employment experience, and the assignment for which the individual is selected. Salary and other career considerations are discussed in the recruitment interviews.

Because the Agency is exempted by statute from most provisions of law governing the federal civil service, it has developed its own procedures for employing its personnel and its own programs for evaluation of their performance, their assignment, career development, and advancement.

Agency employees enjoy the normal benefits and privileges of civil service employment such as membership in a retirement system, liberal vacation and sick leave, and eligibility to participate in contributory life and health insurance programs.

The Agency has an extensive employee program including athletic, cultural, and other recreational activities. Through such activities and in his day-by-day working relationships, an Agency employee has the opportunity to establish friendly and stimulating associations with others having similar interests and backgrounds.

